

Weekly report for Week Ending 7 May 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 10 actions requiring the printing of 188,500 copies or sets of blank forms. This represents a decrease of 25 actions and a decrease of 525,830 copies or sets compared to last week.

(2) One new and three revised forms were approved.

b. Intangible

New (1) Established policy for handling form letters including an inconspicuous method for numbering and dating.

25X1A2g (2) The initial survey of reviewing a 3 month's accumulation of (Hot) Information Report Form was completed and statistical compilation of the data prepared. Further inquiry on other phases of the survey is being made.

(3) Proofs were received on Form 180a - Biographic Data, approved and returned to manufacturer.

2. Assignments - Active

(1) Fifteen new and eleven revised forms are pending.

(2) Seven Employee Suggestions are being evaluated.

3. News 25X1A9a

25X1A9a a, Mr. [REDACTED] is undergoing treatment for his eyes and will not return to work until next week.

New b. [REDACTED] attended the two days conference of Budget Officers at [REDACTED]
25X1A6a

25X1A9a